

DD/A Registry

File personnel-16

24 MAR 1975

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MEMORANDUM FOR: Deputy Director for Administration
FROM : Director of Security
SUBJECT : Annual Occupational Safety
and Health Report

1. Action Requested: It is requested that you sign the attached letter.

2. Basic Data or Background: In a letter dated 7 March 1975, the Secretary of Labor requested the annual safety and health report of the Central Intelligence Agency. The Occupational Safety and Health Act and Executive Order 11807 require that the head of each Federal agency submit to the Secretary of Labor an annual report concerning the safety and health program of his agency.

3. Staff Position: The Safety Branch, Physical Security Division, has prepared this report in accordance with guidelines furnished by the Secretary of Labor. The Office of Medical Services has contributed its portion in regard to the health program. The report contains major areas of emphasis concerning the safety and health program during calendar year 1974, activities planned in these areas during 1975 and current documentation of the eight elements of the Agency's safety and health programs.

4. Recommendation: It is recommended that you sign the attached letter forwarding the report to the Secretary of Labor.


Charles W. Kane
Director of Security

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Att

SUBJECT: Annual Occupational Safety and
Health Report

Distribution:

Orig - Return to OS

2 - DD/A *subject*

OFFICIAL ROUTING SLIP

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TO	NAME AND ADDRESS	DATE	INITIALS
1		3/25/75	[Signature]
2	Mr. McMahon	3/25	[Signature]
3	Blair	3/25	[Signature]
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

This was assigned to the DDA
 for action, and the standard approach
 of the Executive Secretary is that he does
 not want it to go to the DCI for
 signature.
 It is due at Mahon on 1 April

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

25 MAR 1975

The Honorable Peter J. Brennan
The Secretary of Labor
Washington, D. C. 20210

Attention: Office of Federal Agency Safety Programs
Occupational Safety and Health Administration

Dear Mr. Secretary:

In accordance with your letter of 7 March 1975, I am transmitting the Central Intelligence Agency's annual Occupational Safety and Health Report for calendar year 1974. The report was prepared in consonance with the guidelines furnished by your office.

I wish to assure you of the continued efforts of this Agency toward administering its safety and health programs consistent with standards developed under the Occupational Safety and Health Act and Executive Order 11807.

Sincerely,

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

Enclosure

SUBJECT: Annual Occupational Safety
and Health Report

ORIGINATOR:

STATINTL



Charles W. Kane
Director of Security

24 MAR 1975

Date

Distribution:

Orig & 1 - Adse
2 - DD/A *subject*
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1 - D/Sec

OCCUPATIONAL SAFETY AND HEALTH REPORT

CENTRAL INTELLIGENCE AGENCY

Calendar Year 1974

PROGRAM FOR CALENDAR YEAR 1974

I. The Central Intelligence Agency has established Occupational Safety and Health Programs designed to provide safe and healthful workplaces for its employees and meet the requirements of the Occupational Safety and Health Act and Executive Order 11807. Areas selected for special emphasis during 1974 were safety inspections and tests, training, education and promotion, review of plans and specifications, accident analyses, the Safety '76 Program, preventive medicine and health hazards. The three major causes of injuries during 1973--handling material and equipment (including lifting), slips and falls, and health hazards--were again selected for special attention during 1974. The following is a summary of the activities which occurred during the reporting period:

A. Safety Inspections

1. Twenty-one (21) comprehensive safety inspections were conducted of major facilities: four (4) in the Headquarters area [redacted]

[redacted] A detailed report of each inspection was forwarded to the responsible official recommending corrective action. This is an increase of ten (10) inspections over the previous year. There were also forty-four (44) special safety inspections conducted of workplaces in the Headquarters area compared to thirty-eight (38) in 1973.

2. As an interim measure to strengthen the safety inspection activity, a safety check sheet was devised for use by security officers

during their security inspections.

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3. Special tests were also conducted in seven (7) selected areas to determine noise and illumination levels and hazardous atmospheres.

4. Agency employees are encouraged to participate in the suggestion and invention awards program. Sixteen (16) employee suggestions regarding safety were reviewed and evaluated which required safety inspections of problem areas.

B. Training

1. One three-day and two five-day safety courses were conducted for forty-five (45) security officers who have collateral safety inspection responsibilities.

2. Special instructions in proper lifting techniques were provided to employees of one establishment.

3. Approximately two hundred and fifty-six (256) members of the Agency Building Evacuation Organization were briefed on their duties in the event of emergency evacuation. In addition, thirteen (13) fire drills were conducted in Agency facilities in the Headquarters area.

4. Personnel of the Safety Branch attended the Federal Safety Conference and National Safety Congress in Chicago, Illinois; a one-week course in Total Loss Control at Macon, Georgia; a two-day and a one-day seminar on Fire Protection at Boston, Massachusetts and Rockville, Maryland; and a one-day seminar on collateral duty safety officer responsibilities at Silver Spring, Maryland.

5. Twenty-eight (28) collateral duty safety officers were briefed regarding their responsibilities and were provided copies of the Occupational Safety and Health Act, Executive Order 11807 and the Safety and Health Standards.

6. Special instructions on fire protection and the use of fire extinguishers were provided on two occasions to employees of one component.

7. Two collateral duty safety officers and two employees of a logistical component attended the Federal Safety Conference in Chicago, Illinois.

8. Two 60-minute sessions entitled "Women's Safety" were presented to Agency female personnel in the Headquarters area. The programs were presented by the General Services Administration Federal Protective Service and focused on sources of danger to women at work, at home, and at leisure, together with preventive measures.

9. Ten separate tests were conducted after normal work hours in the Headquarters Building to determine the effectiveness of personnel responsible for responding to fires.

10. A course in forklift safety was presented to thirty-five (35) employees at a major warehouse facility.

11. The National Safety Council's course on supervisors' safety was presented to twenty-five (25) employees at one facility.

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13. The Agency participated in the National Safety Council's Safe Drivers Award Program. Fifty-one (51) employees received safe driving awards, two of which were 25-year awards.

C. Education and Promotion

1. A total of 45,741 pieces of safety literature, thirty-four different pamphlets and the National Safety Council's monthly publication "Safe Worker" were distributed to Agency employees world-wide. This is an increase of 5,371 over the distribution in 1973.

2. Copies of the Occupational Safety and Health Act, Executive Order 11807, Safety and Health Provisions for Federal Employees and the Safety and Health Standards were placed in the library of the Headquarters Building where they were indexed for reference by employees.

3. Information regarding the Agency's Safety and Health Program was updated for inclusion in the orientation of new employees.

4. Ten different safety films were shown eighty-four (84) times to nine hundred and seven (907) Agency employees on a variety of safety topics.

D. Plans and specifications for forty-seven (47) projects involving new construction and remodeling were reviewed to insure compliance with applicable safety standards and codes.

E. Accident Analyses

1. Each accident and injury/illness report was reviewed and corrective action was initiated. A total of seven hundred and sixty-nine (769) such reports were reviewed compared to six hundred and nine (609) reports the previous year.

2. An annual comprehensive report of the total accident and injury experience was prepared for the Director of Central Intelligence. A copy of this report was also provided to each member of the CIA Safety Committee.

3. The Agency's internal accident reporting and recordkeeping forms were revised to include additional information required for the quarterly statistical reports submitted to the Department of Labor.

4. Analyses of the recordable occupational injuries and illnesses incurred by Agency employees during 1974 reflect an increase in the number and severity of such incidents. The number increased from 206 to 246 and the days lost increased from 1,092 to 1,653.

5. The analyses also revealed that the three major causes of recordable injuries continued to be the same as in 1973, i.e., handling material and equipment (including lifting), slips and falls, and health hazards. However, the total of these injuries was reduced from 151 to 123.

F. Safety '76 Program

Two Agency notices were distributed which explained the program and suggested means of employee participation. Subsequent employee bulletins were also published to remind employees of the Program, the six-month themes and contained a schedule of film showings and lectures. Lectures and films were presented thirteen (13) times to employees during the motor vehicle safety theme and thirty-two (32) times during the Federal Safety Hazard Awareness theme. A total of nine hundred and eighteen (918) employees attended these sessions.

G. Preventive Medicine

1. There was continued development of the Multiphasic Testing Program mentioned in the last annual report. This program has been well received and is permitting us to screen an increasing number of employees. The program is still, however, in its development phase and each year should see an increase in number of employees screened.

2. The basic and traditional Agency programs continued for physical examinations for certain assignments, health services, immunizations, cafeteria inspections and other occupational health activities.

3. The Office of Medical Services Consultative Services program continued in its sixth year. This program provides advisory assistance to employees on a voluntary basis for personal or job related matters.

4. There was continuing attention to refinement and improvement of dispensaries, health rooms, and first-aid equipment.

H. Health Hazards

Special medical evaluations for employees involved in hazardous occupations continued. This included personnel working with lasers, fluoroscopy machines, chemicals, and optical magnification systems, as well as those exposed to high background noise.

I. Additional activities which occurred during Calendar Year 1974 were: establishment of a Safety Committee at a major Agency facility in the Headquarters area; review of daily issues of the Federal Register for new and revised safety standards; preparation of emergency response procedures for a new facility; conduct of two tours of selected areas of the Headquarters Building and grounds for firemen who respond to fire emergencies.

II. The major problem encountered is the lack of sufficient personnel to fully implement the various elements of the Agency's Safety Program. Past experience and reviews of the elements and staffing patterns indicate that additional personnel are needed. However, a general problem which is applicable to all elements is the competition of the Safety Program with other Agency programs in these years of limited personnel and funds.

PLANNED PROGRAM FOR CALENDAR YEAR 1975

I. The Central Intelligence Agency will continue to provide employees with working environments free of safety and health hazards and maintain programs consistent with the Occupational Safety and Health Act and Executive Order 11807.

II. The Safety Staff will provide daily guidance and support to Agency components in the Headquarters and Field areas; review plans and specifications for new construction and major remodeling; maintain accident records; investigate accidents; provide fire prevention and protection. In addition, special emphasis will be devoted to the following safety and health activities:

A. Preparation of a response to the Department of Labor's Evaluation Report of the Agency's Safety and Health Programs.

B. A safety inspection check sheet designed for use by collateral duty safety officers, for use in workplaces where there is little risk involved, will be distributed to these employees for their annual inspections. Efforts will also be made to individually brief these supervisors and monitor their areas.

C. Headquarters [] notices will be distributed to all employees advising them of the details of Executive Order 11807 as well as the Safety and Health Provisions for Federal Employees.

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D. Headquarters [] regulations will be revised to include the new responsibilities of various Agency personnel and the new accident reporting requirements as cited in Executive Order 11807.

E. Two one-week courses on general safety topics will be presented to security officers who also have collateral duty safety responsibilities.

F. Approximately eighty-six (86) motor vehicle operators will participate in the National Safety Council's Safe Drivers Award Program.

G. A roster will be maintained of all collateral duty safety officers in the Headquarters area. These individuals will be briefed on their safety responsibilities and will be provided copies of Executive Order 11807, Safety and Health Provisions for Federal Employees, and Safety and Health Standards.

H. A course in forklift safety will be presented to twenty-five (25) employees at one facility.

I. Safety specialists will devote more time to inspections of workplaces where there is an increased risk of accidents and monitor those areas which are inspected by collateral duty safety officers.

J. The Agency will continue to participate in the "Safety '76" Program in accordance with guidelines provided by the Department of Labor. Plans call for lectures, film presentations and distribution of applicable safety literature pertinent to the two six-month themes "Federal Personal Safety Awareness" and "Federal Recreational Safety Awareness."

K. A safety education program consonant with the requirements of Executive Order 11807 and the Safety and Health Provisions for Federal Employees will be formulated and initiated for all employees.

L. Occupational accidents, injuries and illnesses will be reported and recorded as required by Executive Order 11807. Only the more serious accidents and injuries in the Headquarters area have been investigated in the past. The investigative activity will be expanded to include more cases.

M. The Department of Labor posters, informing employees of their protections and obligations under the Occupational Safety and Health Act and Executive Order 11807, will be posted in Agency facilities when received from the Occupational Safety and Health Administration.

N. Special emphasis will be placed upon the attendance of professional safety officers at specialized training courses as well as participation in Federal Safety Council activities.

O. Preventive Medicine

1. The Multiphasic Testing concept will be extended to implement a unified comprehensive evaluation program to cover all types of examinations with the former concept as the core. An ultimate objective is to offer periodic medical screening to each employee.

2. The traditional basic medical program with its occupational health applications will continue, as will the Consultative Services program.

P. Health Hazards

Special medical evaluations for employees involved in hazardous occupations will be continued.

Q. Health Education

1. Emphasis in medical training of Agency employees will be on reaching those who require it because of their duties, and on periodic refresher training of employees previously trained.

2. The Heart Disease Detection Exhibit will be available on appropriate occasions to Agency employees. It will also be presented at the 1975 American Industrial Health Conference in San Francisco, California.

III. A review will be made of each occupational accident, injury and illness report and recommendations for corrective actions will be forwarded to appropriate offices. The analyses will continue to be provided annually to the Director of Central Intelligence and to the component safety officers on a quarterly basis.

SIZE, ORGANIZATION AND STAFFING

I. Information regarding the address of the Agency, name and title of Agency head and the name and title of the Safety and Health Designee are provided in Attachment I. As advised in previous reports, the number of employees will not be submitted.

II. Personnel by titles and grade levels in the Headquarters area who devote full time to the Agency's Safety and Health Programs are listed in Attachment II. There are no full-time safety officers assigned to Field installations. However, Agency regulations direct senior management officials to supervise independent programs for Headquarters and Field facilities.

SAFETY AND HEALTH PROGRAM DOCUMENTATION

I. Administration

A. Mr. John F. Blake, Deputy Director for Administration, is the Agency's designated safety and health official. He has delegated basic responsibility for the Safety and Fire Protection Program to the Director of Security with the Director of Medical Services having responsibility for the Occupational Health Program. The CIA Safety Committee, representing the various components of the Agency, assists in

the implementation of these programs. Safety and Health Program procedures are outlined in Agency regulations which clearly define the responsibilities of all employees. These regulations, as well as employee notices, bulletins, and other media, are used to communicate with employees to encourage safe work habits and eliminate work hazards.

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B. Adequate funds are allocated for the conduct of safety inspections, installation and maintenance of fire protection systems, promotional and educational material, training programs, and for such other programs that the Safety and Health Staffs recommend. The Agency belongs to and supports the Federal Safety

C. Program objectives are established on an annual basis and submitted to top management for their review. Periodically, special studies are also prepared and forwarded to management for their approval. An annual comprehensive report of the total accident and injury experience is prepared for the Director of Central Intelligence. Copies of this report are submitted to the Director of Security and members of the CIA Safety Committee comprised of senior officials representing various directorates within the Agency. In addition to this annual report, special reports are prepared and forwarded in accordance with the guidelines established by the Secretary of Labor.

D. Occupational or environmental health has been a part of the Agency medical program from its beginning in 1947. The Agency medical program was reviewed and endorsed shortly after its establishment by the United States Public Health Service. Program management relates continuously to other Federal medical officials

such as those of the Office of Workers' Compensation Programs, Department of Labor and the Civil Service Commission, as well as to authorities in academic medicine.

B. Medical or first-aid facilities are provided at work locations and use of the daily Sick Call Program is encouraged. Health services are liberally available to employees consistent with Bureau of Budget Circular No. A-72 dated 18 June 1965.

II. Training

A. The Agency does not have broad guidelines for general and specific safety training of personnel. Training is tailored to meet particular requirements of personnel and operations. There is presently no safety and health training program for supervisory personnel. The indoctrination program for new Agency employees includes the Agency's Safety and Health Programs, the Occupational Safety and Health Act, and information regarding job connected injuries. On-the-job training is also provided to operators of specialized equipment and machinery.

B. Safety training courses within the Agency are limited to the particular needs of the Agency. Specific training is provided internally in building evacuation and fire drill procedures, safety in computer areas, basic and advanced first-aid, firefighting, the use of oxygen breathing equipment and gas masks and the operation of resuscitators. A five-day safety training course is given to the security officers who are also designated as safety officers and assigned to various components throughout the Agency. Agency professional safety officers attend specialized safety courses offered outside of the Agency.

C. Office of Medical Services professionals contribute continuously to various courses provided by other components of the Agency. Health is usually a major aspect in these courses and

is also included in the orientation of new employees as well as employees and dependents processing for Field assignments. Many of the OMS operational and other support activities are heavily weighted with health counsel. Specialized training for OMS professionals is provided on a continuing basis.

III. Promotion and Education

A. Information concerning the Agency's Occupational Safety and Health Programs is contained in published regulations. Articles concerning the causes and prevention of various injuries are printed in special bulletins and quarterly publications. Posters and pamphlets regarding safety hazards are distributed to employees through use of holders installed on various bulletin boards in several buildings occupied by Agency personnel. Safety contests are not conducted; however, employees are encouraged to submit safety suggestions through the Suggestions and Invention Awards Program. Employee suggestion forms are available in Agency buildings. The Agency also participates in the National Safety Council Safe Drivers Award Program.

B. Since 1969, the Office of Medical Services has provided a Consultative Services program for Agency employees. This is an informal means of making the professional skills of the OMS and its consultants available to Agency personnel for advisory assistance in personal/family as well as Agency matters. This is now a well-accepted effort that covers a wide spectrum of medical, psychiatric, and psychological counseling. Much of this assistance, of course, involves health counseling, health education, and related matters in the occupational health area.

C. For years, the Chief of the Clinical Division has served as Medical Advisor to the Agency Employee Activity Association and for the activities of the Agency Physical Fitness Room.

IV. Engineering and Industrial Hygiene

Adequate and approved protective clothing and equipment are provided for Agency employees after it is determined that these items are essential to safe and successful government operations. Agency policy requires that plans for alterations, renovations, repairs and new construction relative to safety be coordinated with the Director of Security to insure inclusion of requirements of applicable safety codes.

V. Accident Investigation, Analyses and Reporting

A. Although treatment records of employees are not available to the Safety Staff, pertinent information regarding the accident or injury is provided by the Office of Medical Services.

B. Reports of accidents and injuries are reviewed and analyzed by the Safety Staff to insure corrective measures are taken if safety hazards exist.

C. Published regulations require that all personnel: (1) comply with safety requirements and practices; (2) notify area safety officers of unsafe working conditions; (3) develop and maintain personal safety habits; and (4) notify the area safety officer of all personal, vehicular or other accidents involving Agency property, occurring on property occupied or controlled by the Agency, or resulting in injury to Agency employees on duty. These regulations also require that area safety officers investigate all accidents and fires as soon as practicable after they occur and furnish the CIA Safety Officer with copies of the completed accident report form. If the circumstances under which an unusually serious accident occurred indicate the probability of similar accidents occurring, a field notice is distributed to employees, or the accident is brought to the attention of the appropriate safety committee.

D. The annual analysis report prepared by the Safety Staff breaks the injuries down by components, age groups, areas of occurrence, whether they resulted in lost time, and their causes. Copies of this report are distributed to members of the CIA Safety Committee. Analyses of accidents are made prior to submission of the quarterly reports to the Department of Labor. Special analyses are also made of injuries incurred by employees of specific Agency components. The senior officials of these components are then furnished reports including the name of each injured employee, cause, date, and location of the accident.

E. Close liaison is maintained between the Agency Safety Staff and the Office of Workers' Compensation Programs regarding injuries reported to OWCP. The OWCP furnishes the Safety Staff with the names of CIA employees who were injured on the job and whether or not the injuries resulted in lost time. These injuries are then compared to those reported to the Safety Staff in an effort to reconcile any difference. A copy of each CA 1&2 filed with the Office of Personnel is also provided to the Safety Staff to ensure the reporting of all on-the-job injuries. Internal publications provide information to employees regarding their rights under the Act and instructions on procedures for filing the necessary forms. Internal checks insure efficient processing of reports. Employees treated in the Office of Medical Services are furnished Form CA 1&2 (Federal Employee's Notice of Injury or Occupational Disease) and reminded to file the form with the Office of Personnel. After receipt of the form by the Office of Personnel, the employee is again contacted relative to the processing of a claim for the injury or illness.

VI. Standards

A. Published Agency regulations require compliance with applicable safety standards adopted under the Occupational Safety and Health Act. Copies of the Act, Executive Order 11807

and safety standards promulgated by the Secretary of Labor are distributed to collateral duty safety officers and are maintained in the main Agency library for reference by employees. The Safety Staff maintains an up-to-date library of publications containing the latest safety standards and codes. It also receives the Federal Register which enables its personnel to keep abreast of new and revised safety standards.

B. Written Agency policy states that safety and health programs of the Agency are established to encourage safe work practices, to eliminate work hazards and health risks in an effort to reduce the number of accidents and injuries to Agency personnel. Efforts to accomplish these objectives include safety inspections, providing personal protective clothing and equipment, safeguards on equipment, annual fire drills, use of Geiger counters, air samplers, combustible gas and vapor detectors, and electrical testing meters. Emergency evacuation plans, based on requirements of the Life Safety Code of the National Fire Protection Association, are published and distributed within the buildings occupied by Agency employees. Continuing occupational health examinations, inspections, and other medical support for Agency activities are provided by medical officers and nurses.

VII. Committee Activities

Basic responsibility for the safety and health programs is assigned to the Director of Security and the Director of Medical Services who are assisted by the CIA Safety Committee comprised of senior officials representing major components at the Headquarters level. There are also functioning committees at the establishment level.

VIII. Inspection Program

A. Agency regulations place responsibility for conducting safety inspections on Operating

Officials, Heads of Independent Offices, Chiefs of certain establishments and the CIA Safety Officer. Priority is given to inspecting those major Agency facilities involving more hazardous activities. The inspections are conducted to insure compliance with applicable safety standards and codes and include a complete inspection of the facilities, observations of daily operations, examination of equipment, atmospheric testing, electrical testing, and review of the measures used to develop safe behavior. Detailed reports are forwarded to appropriate officials immediately after each survey and contain recommendations to correct specific safety, health, and fire hazards. The officials responsible for the areas inspected prepare replies regarding the actions taken to correct the safety and health hazards.

B. The Office of Medical Services is available to respond to requests for health assistance. Agency cafeterias are routinely inspected by OMS health personnel as are all Agency first-aid equipment and pneulators. Other Agency components frequently request OMS assistance on many different types of environmental health problems, i.e., heat, cold, ventilation, infestation, and humidity problems. The OMS recommendations for corrective action are routinely submitted to the responsible Agency component. Past experience based on follow-up inspections indicates that corrective action is usually timely and effective.

FEDERAL GOVERNMENT ACCIDENT REPORTING SYSTEM

I. The Central Intelligence Agency submits, to the Department of Labor, on a quarterly and annual basis Form 102F covering occupational injuries and illnesses and Form 102FF covering fires, motor vehicle accidents and accidents involving other Agency property and equipment. An annual report, "Occupational Safety and Health Statistics of the Federal Government," is received from the Department of Labor.

II. Occupational injuries are not broken down within code "10" on Form 102F, nor are they broken down in the Department of Labor's annual report. The causes of occupational injuries and illnesses are broken down into thirty (30) categories within the Agency's internal recording system. It would be more helpful to the Agency if the injury code "10" was expanded to reflect the types of injuries incurred in this category.

HEADQUARTER'S INFORMATION

NAME/TITLE/ADDRESS

AGENCY

Central Intelligence Agency
Washington, D.C. 20505

AGENCY HEAD

William E. Colby
Director

SAFETY AND
HEALTH
DESIGNEE

John F. Blake
Deputy Director for Administration

NUMBER OF EMPLOYEES

HEADQUARTERS

NA

FIELD

NA

TOTAL

NA

STAT

Approved For Release 2002/06/05 : CIA-RDP79-00498A000500150003-7

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U. S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY

WASHINGTON

DD/A 75-1149

MAR 7 1975

Honorable William Colby
Director
Central Intelligence Agency
Washington, D. C. 20505


Dear Mr. Colby:

Section 19 of the Williams-Steiger Occupational Safety and Health Act of 1970 and Executive Order No. 11807 require the head of each Federal department and agency to establish and maintain a comprehensive occupational safety and health program consistent with the standards promulgated by me for the private sector. Paragraph (a)(5) of Section 19 of the Act and Section 2(5) of the Executive Order require the submission of an annual report on each agency's occupational safety and health program.

Enclosed are the guidelines to assist in the preparation of your Agency's report. These guidelines specify the information required to be submitted pertinent to the Federal occupational safety and health program.

Comprehensive and effective safety and health programs are essential if the Federal Government is to lead the nationwide efforts of maintaining safe and healthful workplaces for all workers. We are counting on your personal support in this most worthwhile endeavor.

Sincerely,


Secretary of Labor

Enclosure

ANNUAL REPORT GUIDELINES
FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS CALENDAR
YEAR 1974

PURPOSE: These guidelines are designed to assist department and agencies in preparing their annual occupational safety and health program report required by Section 19(a)(5) of Public Law 91-596 and further defined in Section 3(1) of Executive Order 11807 and Federal Employees Safety and Health Provisions of 29 CFR 1960. These guidelines provide a uniform format for all Federal department and agency annual reports.

This year's report will concentrate on program activities and accomplishments for the calendar year 1974 and planned objectives and goals for calendar year 1975, in addition to department and agency plans to implement the Act, Executive Order and Part 1960. The report should be submitted on standard size paper (maximum 8 1/2 x 11).

SUBMIT TO: The Secretary of Labor
Attention: Office of Federal Agency Safety Programs
Occupational Safety and Health Administration
Washington, D. C. 20210

DUE DATE: A due date of April 1, 1975, is necessary to ensure that each report is adequately analyzed and incorporated into the Secretary of Labor's Report to the President. The report will also be used as one source of information in the determination of the winners of the President's Safety Award for Federal agencies.

REQUESTED CONTENTS

PROGRAM FOR CALENDAR YEAR 1974 A summary of the program activities during the past year is requested. This summary should indicate at what levels the activities occurred, at headquarters or the field sub-agency. Details of plans, goals, and objectives responsibilities; and an analysis of results achieved, program impact, problem areas, etc., should be included.

A statement of how the reported accidents, injuries, and illnesses occurring during the calendar year 1974 varied from those reported for the previous year. The statement should specify any agency problem areas indicated by a causal analysis of the variation. Agency corrective actions in response to these problem areas should be listed.

PLANNED PROGRAM FOR CALENDAR YEAR 1975 - A summary of planned activities for calendar year 1975 is requested. An individual statement describing the major goals and objectives for 1975 should be included. Activities requiring policy changes should be explained.

A statement is requested concerning future plans for causal analysis of accident, injury, and illness reports. Information concerning any planned immediate causal analysis of accidents, injuries, and illnesses, as they occur, should be included. The statement should specify the actions planned for responding to this analysis.

SIZE, ORGANIZATION, AND STAFFING - Attachment No. 1 is requesting the address of your Agency, name and title of agency head, and name and address of the agency headquarter's designated safety and health official. Attachment No. 2 is requesting information on safety and health staffing for calendar year 1974. Additionally, please list any vacant positions.

PROGRAM ON FILE AT OFFICE OF FEDERAL AGENCY SAFETY PROGRAMS -

In view of the new Executive Order 11807 and 29 CFR Part 1960 Safety and Health Regulations for Federal employees each department and agency shall resubmit their current program documentation. It will be kept on file with the Office of Federal Agency Safety Programs and you will be expected to keep current future agency program changes.

A review of the eight program elements, as used in our evaluations of agency occupational safety and health programs will prove helpful to assist you in preparing this portion of the report.

FEDERAL GOVERNMENT ACCIDENT REPORTING SYSTEM - Recommendations are requested concerning the revision of the Federal accident, injury, and illness reporting system to more adequately reflect causal data and trends throughout Federal Government. Recommendations should include what Federal Government wide causal data could the Office of Federal Agency Safety Programs furnish that would be useful to your program operation.

HEADQUARTER'S INFORMATION

NAME/TITLE/ADDRESS

AGENCY

AGENCY
HEAD

SAFETY AND
HEALTH
DESIGNEE

NUMBER
OF
EMPLOYEES

HEADQUARTERS

FIELD

TOTAL

PERSONNEL STATISTICS

NUMBER IN GRADE LEVEL - HEADQUARTERS

G.S. SERIES	5-7	8-10	11	12	13	14	15	16+
018 (SAFETY SPECIALIST)								
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
804 (FIRE PROTECTION ENGR.)								
COLLATERAL DUTY								

NUMBER IN GRADE LEVEL - FIELD

G.S. SERIES	5&6	7&8	9&10	11	12	13	14	15
018 (SAFETY SPECIALIST)								
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
804 (FIRE PROTECTION ENGR.)								
COLLATERAL DUTY								

VACANCIES

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EXECUTIVE SECRETARIAT

Routing Slip

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6	DDM&SA	✓			
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	OGC				
11	OLC				
12	IG				
13	Compt				
14	D/Pers				
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17	Asst/DCI				
18	AO/DCI				
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